

Rating Summary

Project: Professional Engineering Services - Waste Water Treatment Plant

RFP# 01-002

Date: December 03, 2001

	Bohannon Hutson, Inc	Wilson & Co	Smith Engineering Co	Souder, Miller & Assoc	Molzen- Corbin & Assoc	Gannett Fleming West, Inc
1.Specialized Design/Tech. Competence	75	87	83	75	96	72
2.Capacity & Capability	96	103	95	95	117	92
3.Past Record of Performance	89	107	95	83	109	94
4. Proximity to or Familiarity with site	67	68	67	51	70	61
5. New Mexico Produced work	19	24	25	17	25	25
6. Current Volume of work with contracting agency not 75% complete	31	0	7	38	50	38
Total	377	389	372	359	467	382

SELECTION COMMITTEE for RFP#01-002
(Engineering Services for Waste Water Treatment Plant Improvements)

Monday, December 3, 2001
2:00p.m.
Village of Ruidoso Hall Council Chambers

Selection Committee:

1. Robert Donaldson - Village of Ruidoso Mayor
2. Bob Miller - Village of Ruidoso Downs Mayor
3. Leon Eggleston - Village of Ruidoso Councillor
4. Alan Briley - Village of Ruidoso Manager
5. John Waters - Village of Ruidoso Downs Manager
6. John Ramos - Director Regional Waste Water Plant

Attorneys/Firms to be Rated:

1. Bohannon Hutson, Inc.
2. Wilson & Company
3. Smith Engineering Company
4. Souder, Miller & Associates
5. Molzen-Corbin & Associates
6. Gannett Fleming West, Inc.

REQUEST FOR PROPOSAL

FOR

ENGINEERING SERVICES

WASTE WATER TREATMENT PLANT IMPROVEMENTS

RFP NO. 01-002

Project Name: Engineering Services - Waste Water Treatment Plant Improvements

Contracting Agency: Village of Ruidoso, Village of Ruidoso Downs and the
Regional Waste Water Treatment Plant Joint Use Board

Address: 313 Cree Meadow Drive
Ruidoso, NM 88345

Telephone: 505-257-2721

Date: October 19, 2001

Procurement Manager: Morris McGowan, Purchasing Agent

REQUEST FOR PROPOSAL

Qualifications based competitive sealed proposals for Professional Engineering Services for Waste Water Treatment Plant Improvements will be received by the Contracting Agency, in care of the Village of Ruidoso, 313 Cree Meadows Drive, Ruidoso, NM 88345 for RFP #01-002.

The Contracting Agency is requesting Professional Engineering Services for Waste Water Treatment Plant improvements.

Proposals will be received at Village of Ruidoso Purchasing Warehouse located at 421 Wingfield, Ruidoso, NM 88345 until **5:00pm local time, Friday, November 16, 2001**. Submitted proposals shall not be publicly opened. Any proposals received after closing time will be rejected and returned unopened. The fact that a proposal was dispatched will not be considered.

Copies of the Request can be obtained in person at the office of the Purchasing Agent at 421 Wingfield or will be mailed upon written or telephone request to Morris McGowan, Purchasing Agent, at 505-257-2721.

The Contracting Agency reserves the right to reject any and/or all proposals and waive all informalities as deemed in the best interest of the Regional Waste Water Joint Use Board.

**Morris McGowan
Village of Ruidoso
Purchasing Agent**

PROJECT DESCRIPTION

The below listed Project Descriptions are given to assist those potential responding firms/engineers in preparing responses to this Request for Proposal. However, two major issues by those responding should be taken into consideration. First, these descriptions may not be all encompassing and it is desired that the selected Proposer address any additional needs that are observed by those who submit. Secondly, considered most important, is that time is of the essence. Time lines will be established by the Contracting Agency, with the assistance of the selected Proposer, and those time lines will be strictly adhered to. Failure of the selected Proposer to meet those agreed upon time lines will result in liquidated damages to be paid by the Proposer to Village of Ruidoso, under the authority of the Contracting Agency, as established in a Contract between the two entities.

Projects to be undertaken are as follows:

1. Phosphorus Removal:

A. Engineer shall evaluate the permit standard for Phosphorus concentration and limits, then assist permit holders in trying to obtain a permit modification for increasing those unreasonable concentrations and limits that have been established.

B. Engineer shall determine the most cost effective design for bringing the Ruidoso/Ruidoso Downs joint use Regional Waste Water Treatment Plant into compliance with discharge requirements under discharge NPDES permit #NM0029165 issued November 17, 2000 with effective date of January 1, 2001. Compliance with Phosphorus removal standards is required within three (3) years from effective date of permit. Engineer must also provide assurances of continued compliance after meeting the standard. Engineer shall complete design study for phosphorus removal within six (6) months from issuance of Task Order.

C. Upon approval of design concept, Engineer will prepare bid documents, assist in Invitation to Bid, and Award of Projects. Engineer may, at the option of the Joint use Regional Waste Water Board, provide construction observation of required work to assure timely completion of project.

D. Proposer shall provide schedule for completion of all phases required for this project.

E. Proposer will be responsible for training of involved employees related to these projects. Proposer shall submit a schedule of how soon after each project the involved employees will be trained.

2. Polymer Mixing Process:

A. Engineer will design and implement a polymer mixing process with a solid dewatering system excavation for sludge pump and excavation and repair of drain valves

of chlorine contact tank. Engineer shall complete design study within six (6) months from issuance of Task Order.

B. Upon approval of design concept, Engineer will prepare bid documents, assist in Invitation to Bid, and Award of Project. Engineer may, at the option of the Joint use Waste Water Board, then provide construction observation of required work to assure timely completion of project.

C. Proposer shall provide schedule for completion of all phases required for this project.

D. Proposer will also be responsible for training of involved employees related to these projects. Proposer shall submit a schedule of how soon after each project the involved employees will be trained.

3. Plant Expansion:

A. Engineer shall evaluate the current plant design and capacity for usage to determine design requirements and construction required for doubling plant size/capacity for usage within the next five (5) years (from January, 2002).

B. Evaluation will include an engineering report that will identify all components necessary to add onto the plant to accomplish the capacity. With each component will be a diagram for where the components will be placed and how they will be hooked up. Engineering report will have cost estimates for the plant upgrade, with priority given to construction phasing. Engineer will also include an estimated annual operation cost and recommendation on the number of additional personnel that will be needed for plant addition.

C. Bio Solids Processing

1) Engineer shall evaluate the current plant design and capacity with respect to the processing of plant bio solids and yard waste into Class A bio solids 40CFR 5c.

2) Evaluation will include an engineering report that will identify all components necessary to achieve the objectives sated in Section A above.

D. Engineer shall complete plant expansion evaluation within nine (9) months from issue of Task Order.

E. Upon receipt of engineering report and evaluation, the Village of Ruidoso, under the authority of the Joint use Waste Water Board, will send out a separate RFP for the design of the plant expansions. The engineer providing the engineering report and evaluation will be eligible to submit design proposals.

SCOPE OF PROJECT

Applicants must submit documentation for Professional Engineer license in the State of New Mexico with capabilities and experience in Waste Water Treatment Plants planning and design. Applicant must have recent and extensive experience in the administration, planning, design and construction of Waste Water Treatment Plants in the State of New Mexico. Applicants must indicate that they have an understanding of applicable Federal and State regulations and/or laws as they pertain to the intent of this Proposal. Should any Applicant have any specialized certifications in the Waste Water Treatment area, they should submit copies of those documents.

The Village of Ruidoso intends to contract with one firm to perform Engineering Services for all projects enumerated in Project Description. It is intended that this contract will be for an initial period beginning with the date of contract signing and ending one year from that date. The Village will have the option to renew for additional years, depending on the progress of the plans and study. Renewals will be primarily focused upon the performance of the Engineering Services for the preceding year.

The time limit for each project is identified in the Project Description . These time limits will be strictly enforced. All Professional Services Agreement will include penalty clause for non compliance with schedule for completion amounting to five (5%) percent per month of total fees for service under that contract.

INSTRUCTIONS TO OFFERORS

1. DEFINITIONS AND TERMS

- 1.1 Addendum: a written or graphic instrument issued prior to the opening of Proposals which clarifies, corrects, or changes the Request for Proposals. Plural: addenda.
- 1.2 Consultant: means the Successful Offeror awarded the Agreement/Contract.
- 1.3 Contracting Agency: The Village of Ruidoso/The Village of Ruidoso Downs and the Regional Waste Water Treatment Plant Joint use Board.
- 1.4 Determination: means the written documentation of a decision of the procurement officer including findings of fact required to support a decision. A determination becomes part of the procurement file to which is pertains (13-1-52 NMSA 1978.)
- 1.5 Offeror: any person, corporation, or partnership legally licensed to provide design professional service who chooses to submit a proposal in response to this Request for Proposal.
- 1.6 Procurement Agent: means the person or designee authorized by the Contracting Agency to manage or administer a procurement requiring the evaluation of proposals. The Village of Ruidoso, under the authority of the Joint use Regional Waste Water Board, will be the designated contracting agency for this procurement process.
- 1.7 Request for Proposals: or "RFP" means all documents, including those attached or incorporated by references, used for soliciting proposals (13-1-81 NMSA 1978)
- 1.8 Responsible Offeror or Proposer: means an offeror or proposer who submits a responsive proposal and who has furnished , when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services described in the proposal (13-1- 82 NMSA 1978).
- 1.9 Responsive Offer or Proposal: means an offer or proposal which conforms in all material respects to the requirements set forth in the request of proposals. Material respects of a request for proposals include, but are not limited to price, quality, quantity or delivery requirements (13-1-85 NMSA 1978).

1.10 The terms must, shall, will, is required, or are required, identify a mandatory item of factor. Failure to comply with a mandatory item or factor will result in the rejection of the offeror's proposal.

1.11 The terms can, may, should, preferably, or prefers identify a desirable or discretionary item or factor.

2. REQUEST FOR PROPOSAL DOCUMENTS

2.1 COPIES OF REQUEST FOR PROPOSALS

- A. A complete set of the Request for Proposals may be obtained from the Procurement Agent (unless another issuing office is designated in the RFP).
- B. A complete set of the Request for Proposals shall be used in preparing proposals; the Procurement Agent assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete set of the Request for Proposals.
- C. The Procurement Agent in making copies of Request for Proposals available on the above terms, does so only the purpose of obtaining proposals on the project and does not confer a license or grant for any other use.
- D. A copy of the RFP shall be made available for public inspection and shall be posted at the Purchasing Department of Contracting Agencies.

2.2 INTERPRETATIONS

- A. All questions about the meaning or intent of the Request for Proposal shall be submitted to the Procurement Agent of the Contracting Agencies in writing. Replies will be issued by Addenda mailed or delivered to all parties recorded by the Procurement Agent as having received the Request for Proposals. Questions received answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.
- B. Offerors should promptly notify the Procurement Agent of any ambiguity, inconsistency, or error which they may discover upon examination of the Request for Proposals.

2.3 ADDENDA

- A. Addenda will be mailed by certified mail with return receipt requested, by facsimile or hand delivered to all who are known by the Procurement Agent to have

received a complete set of Request for Proposals.

- B. Copies of Addenda will be made available for inspection where Request for Proposals are on file for that purpose.
- C. No Addenda will be issued later than 5 days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposals or one which includes postponement of the date for receipt of Proposals.
- D. Each Offeror shall ascertain, prior to submitting the Proposal, that the Offeror has received all Addenda, issued and shall acknowledge their receipt in the Proposal transmittal letter.

3. PROPOSAL SUBMITTAL PROCEDURES

3.1 NUMBER, FORM AND STYLE OF PROPOSALS

- A. Offerors shall provide twelve (12) copies of their proposal to the location specified on the cover page on or before the closing date and time for receipt of proposals.
- B. All proposals must be typewritten on standard 8 1/2" x 11" paper and bound on the left-hand margin;
- C. A maximum of twenty (20) pages, including title, index, etc. not including front and back covers.
- D. The proposal must be organized and indexed in the following format and must contain, as a minimum, all listed items in the sequence indicated:
 - 1) Letter of Transmittal, if any;
 - 2) Response to Specialized Design/Technical Competence;
 - 3) Response to Capacity and Capability (to include time limitations);
 - 4) Response to Past Record of Performance;
 - 5) Response to Proximity to or Familiarity with Site Location;
 - 6) Response to New Mexico Produced work;
 - 7) Response to Current Volume of Work
 - 8) Other supporting or resource material.
- E. Any proposal that does not adhere to this format, and which does not address each specification and requirement within the RFP may be deemed non-responsive and rejected on that basis.

- F. Offerors may request in writing nondisclosure of confidential data. Such data should accompany the proposal and should be readily separable from the proposal in order to facilitate eventual public inspection of the nonconfidential portion of the proposal. A request that states that the entire proposal be kept confidential will not be acceptable. Only matter which clearly are of a confidential nature will be considered.
- G. Any cost incurred by the Offeror in preparation, transmittal, presentation of any proposal or material submitted in response to this RFP shall be borne solely by the Offeror.

3.2 SUBCONSULTANTS

- A. The Offeror shall list and state that any person or other party to whom it is proposed to award a subcontract under this proposal, must be acceptable to the Contracting Agency after verification by the Procurement Agent of the current eligibility status, including but not limited to suspension or debarment by the Procurement Agent.

3.3 PREQUALIFICATION PROCESS

A business may be prequalified as an Offeror for particular types of service. Mailing lists of potential Offerors shall include but shall not be limited to such prequalified businesses (13-1-134 NMSA 1978). For purposes of this RFP, if prequalification is utilized, special instructions will be attached as an exhibit to this RFP.

There will be no prequalification for this RFP.

3.4 DEBARRED OR SUSPENDED CONTRACTORS

A business (contractor, subcontractor or supplier) that has either been debarred or suspended pursuant to the requirements of 13-1-177 through 13-1-180, and 13-4-11 through 13-4-17 NMSA 1978 as amended, shall not be permitted to do business with the Contracting Agency and shall not be considered for award of the contract during the period for which it is debarred or suspended with the Contracting Agency.

3.5 SUBMITTAL OF PROPOSALS

- A. Proposals shall be submitted at the time and place indicated in the Notice of Request for Proposals and shall be included in an opaque sealed envelope marked with the Project title and name and address of the Offeror and accompanied by the documents listed in the Request for Proposals.

- B. The envelope shall be addressed to the Procurement Agent for the Contracting Agency. If sent by U.S. mail the address is 313 Cree Meadows Drive, Ruidoso, New Mexico 88345, if hand delivered or sent by courier the physical address is 421 Wingfield, Ruidoso, New Mexico 88345. The following information shall be provided on the front lower left corner of the Bid envelope; Project Title, Project No., Request for Proposals number, date of opening, and time of opening. If the Proposal is sent by mail, the sealed envelope shall have the notation "SEALED PROPOSAL ENCLOSED" on the face thereof.
- C. Proposals received after the date and time for receipt of Proposals will be returned unopened.
- D. The Offeror shall assume full responsibility for timely delivery of proposals at the Purchasing Agent's office, including those proposals submitted by mail. Hand-delivered proposals shall be submitted to the Purchasing Agent or his designee and will be clocked in-time stamped at the time received, which must be prior to the time specified.
- E. After the date established for receipt of proposals, a register of proposals will be prepared which includes the name of each Offeror, a description sufficient to identify the service, the names of the required witnesses, and such other information as may be specified by the Purchasing Agent.
- F. Oral, telephonic, or telegraphic proposals are invalid and will not receive consideration.

3.6 CORRECTION OR WITHDRAWAL OF PROPOSALS

- A. A Proposal containing a mistake discovered before proposal opening may be modified or withdrawn by an Offeror prior to the time set for proposal opening by delivering written or telegraphic notice to the location designated in the Request for Proposals as the place where Proposals are to be received.
- B. Withdrawn Proposals may be resubmitted up to the time and date designated for the receipt of Proposals, provided they are then fully in conformance with the Request for Proposals.

3.7 NOTICE OF CONTRACT REQUIREMENTS BINDING ON OFFEROR

- A. In submitting this proposal, the Offeror represents that the Offeror has familiarized himself with the nature and extent of the Request for Proposals dealing with federal, state and local requirements which are a part of the Request for Proposals.
- B. Laws and Regulations: The Offeror's attention is directed to all applicable federal and

state laws, local ordinances and regulations and the rules and regulations of all authorities having jurisdiction over the services of the Project.

3.8 REJECTION OR CANCELLATION OF PROPOSALS

The Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the Contracting Agency. A determination containing the reasons therefore shall be made part of the project file (13-1-131 NMSA 1978).

4. CONSIDERATION OF PROPOSALS

4.1 RECEIPT, OPENING AND RECORDING

- A. Proposals received on time will not be opened publicly but will be opened in the presence of one or more witnesses.
- B. The names of all businesses submitting proposals and the names of all businesses, if any, selected for interview shall be public information. After an award has been made, final ranking and evaluation scores for all proposals shall become public information. (13-1-120 NMSA 1978). The contents of any proposal shall not be disclosed so as to be available to competing Offeror's during the negotiation process (13-1-116 NMSA 1978).

4.2 PROPOSAL EVALUATION

- A. Proposals shall be evaluated in the basis of demonstrated competence and qualification for the type of service required, and shall be based on the evaluation factors set forth in this RFP. For the purpose of conducting discussions, proposals may initially be classified as:
 - 1) acceptable,
 - 2) potentially acceptable, that is , reasonably assured of being made acceptable, or
 - 3) unacceptable (Offerors whose proposals are unacceptable shall be notified promptly).
- B. The Contracting Agency shall have the right to waive technical irregularities in the form of the Proposal of the Offeror which do not alter the quality or quantity of the services (13-1-132 NMSA 1978).

- C. If an Offeror who otherwise would have been awarded a contract is found not to be responsible Offeror, a determination that the Offeror is not a responsible Offeror, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of the Offeror to promptly supply information in connection with an inquiry with respect to responsibility is grounds for a determination that the Offeror is not a responsible Offeror (13-1-133 NMSA 1978).

Businesses which have not been selected shall be so notified in writing within fifteen (15) days after award is made (13-1-120 NMSA 1978).

- D. Selection Process: (13-1-120 NMSA 1978)

1) The evaluation of proposals will be performed by an evaluation committee composed of representatives selected by the Contracting Agency. The committee shall evaluate statements of qualifications and performance data submitted by at least three businesses in regard to the particular project and may conduct personal or telephonic interviews with and may require public presentation by all businesses applying for selection regarding their qualifications, their approach to the project and their ability to furnish the required services.

2) If fewer than three businesses have submitted a statement of qualifications for a particular project, the committee may chose to interview in person or telephonically any or all of the three submitting businesses:

- a) rank in order of qualifications and submit to the local governing body for award those businesses which have submitted a statement of qualifications ; or
- b) recommend termination of the selection process and sending out of new notices of the proposed procurement pursuant to (13-1-104 NMSA 1978).

4.3 NEGOTIATIONS (13-1-122 NMSA 1978)

- A. The Contracting Agency's designee shall negotiate a contract with the highest qualified business for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable. In making this decision, the designee shall take into account the estimated value of the services to be rendered and the scope, complexity and professional nature of the services.
- B. Should the designee be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined to be fair and reasonable, the designee shall begin negotiations with the second most qualified business. Failing accord with the second most qualified business, the designee shall formally terminate negotiations with that business.

- C. The designee shall then undertake negotiations with the third most qualified business.
- D. Should the designee be unable to negotiate a contract with any of the businesses selected by the committee, additional businesses shall be ranked in order of their qualifications and the designee shall continue negotiations in accordance with this section until a contract is signed with a qualified business or the procurement process is terminated and a new request for proposals is initiated.
- E. The Contracting Agency shall publicly announce the business selected for award.

4.4 NOTICE OF AWARD

After award by the local governing body, a written notice of award shall be issued by the Contracting agency after review and approval of the Proposal and related documents by the Contracting Agency with reasonable promptness (13-1-100 and 13-1-108 NMSA 1978).

5. POST-PROPOSAL INFORMATION

5.1 PROTESTS

- A. Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Agent in accordance with the requirements of the Contracting Agency's Procurement Regulations and the State Procurement Code. The protest should be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the fact or occurrences giving rise thereto (13-1-172 NMSA 1978).
- B. In the event of a timely protest under this section, the Purchasing Agent and the Contracting Agency shall not proceed further with the procurement unless the Purchasing Agent makes a determination that the award of Agreement is necessary to protect substantial interests of the Contracting Agency (13-1-173 NMSA 1978).
- C. The Purchasing Agent or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (13-1-174 NMSA 1978).
- D. The Purchasing Agent or his designee shall promptly issue a determination relating to the protest. The determination shall:

- 1) state the reasons for the action taken; and
- 2) inform the Protestant of the right to judicial review of the determination pursuant to 13-1-183 NMSA 1978.

- E. A copy of the determination issued under 13-1-175 NMSA 1978 shall immediately be mailed to the Protestant and other Offerors involved in the procurement (13-1-176 NMSA 1978).

5.2 EXECUTION AND APPROVAL OF AGREEMENT

The Agreement shall be signed by the Successful Offeror and returned within an agreed upon time frame after the date of the Notice of Award. No Agreement shall be effective until it has been fully executed by all of the parties thereto.

5.3 NOTICE TO PROCEED

The Procurement Agent will issue a written Notice to Proceed to the Consultant.

5.4 OFFEROR'S QUALIFICATION STATEMENT

Offeror to whom award of a Agreement is under consideration shall submit, upon request information and data to prove that their financial resources, production or service facilities, personnel, and service reputation and experience are adequate to make satisfactory delivery of the services described in the Request for Proposals (13-1-82 NMSA 1978)

6. OTHER INSTRUCTIONS TO OFFERORS

NONE

GENERAL TERMS AND CONDITIONS

1. GOVERNING LAW

The Agreement shall be governed exclusively by the laws of the State of New Mexico.

2. INDEPENDENT CONTRACTORS

The Consultant and his agents and employees are independent Contractors and are not employees of the Contracting Agency. The Consultant and his agents and employees shall not accrue leave, retirement, insurance, bonding, use of Contracting Agency vehicles, or any other benefits afforded to employees of the Contracting Agency as a result of the Agreement.

3. BRIBES, GRATUITIES AND KICK-BACKS

Pursuant to 13-1-191 NMSA 1978, reference is hereby made to the criminal laws of New Mexico (including 30-14-1, 30-24-2, and 30-41-1 through 30-41-3 NMSA 1978) which prohibit bribes, kickbacks, and gratuities, violation of which constitutes a felony. Further, the Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.

4. STANDARD FORM OF AGREEMENT BETWEEN CONTRACTING AGENCY AND CONSULTANT

The form of agreement required by the funding agency or issued by the Contracting Agency will be used for this project.

5. FEES

A rate for Services will be negotiated with the Offeror selected.

6. FUNDING

The solicitation is subject to the availability of funds to accomplish the work.

7. DESIGN PROFESSIONAL REGISTRATION

All work shall be under the direction of the applicable design professional.

8. CONTACT WITH CONTRACTING AGENCY OFFICIALS OR STAFF MEMBERS

Prior to, and after submittal of proposal, prospective Offerors shall not make contact with any official or staff member regarding this RFP, other than contact to obtain a copy of this RFP.

Question regarding Project Description or Scope of Work will be addressed to John Ramos, Director of Regional Waste Water Treatment Plant at 505-378-8417.

9. PROFESSIONAL LIABILITY INSURANCE

The Offeror will be required to carry professional liability (errors and omissions) insurance. The minimum amount of coverage will be \$1,000,000.00

CRITERIA AND POINT VALUES

Proposals must address each of the following criteria. Each proposal may be awarded percentage points up to the amount listed in parentheses.

1. SPECIALIZED DESIGN/TECHNICAL COMPETENCE

(20)

Technical competence of the individual/firm, including a joint venture or association regarding the type of services required. Does this firm specialize in the area of expertise that is request in the RFP. What is the experience in this area. Are the submissions in the RFP of the quality that the Contracting Agency is expecting. Does the quality of work demonstrate the expected successful aspects of past design projects and the corresponding applications to the proposed Project Description and Scope Of Project.

2. CAPACITY & CAPABILITY

(25)

Capacity & capability of the firm/individual to perform the work, including any specialized services. Provide information about the firm/individual that demonstrates ability to provide the sufficient professional competence, meet time schedules, accommodate cost considerations and project administration requirements. Major point of interest will be completing like projects in timely manner.

3. PAST RECORD OF PERFORMANCE

(25)

Past record of performance in contracts with government agencies and/or private industry with such factors as control of costs, quality of work and ability to meet schedules. Three (3) references shall be provided, these references will only consist of one current on going project of a similar nature and two (2) past projects of a similar nature. Reference material will contain contact information for Project Manager in each project. These locations may be visited by members of the Village or Selection Committee.

4. PROXIMITY TO OR FAMILIARITY WITH SITE LOCATION

(15)

Demonstrate through narrative, graphics or maps the firm/business ability to respond quickly to on and off site requirements for design, construction and administration of identified projects. Indicate previous knowledge or

experience regarding the project location and any current work or associated consultants who could enhance the firm/business ability to provide timely responses or special expertise to project needs.

5. NEW MEXICO PRODUCED WORK

(5)

Indicate the volume of work to be produced in New Mexico by a New Mexico firm(s) or businesses(s). Identify any out of state consultants or business relationships that will be involved in on the projects and the extent of services to be provided by those identified.

6. CURRENT VOLUME OF WORK WITH CONTRACTING AGENCY
NOT 75% COMPLETE

(10)

The volume of work previously done for the entity requesting proposals which is not 75% complete with respect to basic professional services (through bidding phase), with the objective of effecting an equitable distribution of contracts among qualified businesses and of assuring that the interest of the public in having available a substantial number of qualified businesses is not violated. Firm should indicate the volume of work they currently have underway with the Contracting Agency that is than 75 % complete. The purpose of this criteria is to help distribute projects among qualified firms so points will be determined as follows:

Value of work not yet completed on projects that are not 75% complete	Points allowed
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None	10
\$1 to 25,000	8
25,001 to 50,000	7
50,001 to 75,000	5
75,001 to 100,000	4
Over 100,000	0

Total Possible Points	(100)
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